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"COATS"	(IRIS)
AppNameLong	[Incident Reporting Information System]
"Corrective Action Tracking System"	(Incident Reporting Information System)
DocDate	[May 8, 2000]
"August 31, 1996"	(May 8, 2000)
DocDSParens	[(DS-08)]
"(DS-08)"	((DS-08))
DocDSNumber	[08]
"08"	(08)
DocNameLong	[Design Specification]
"Design Specification"	(Design Specification)
DocVersionDraft	[Revision 5]
"Version 2.1, Draft 1"	(Revision 5)
AppRelease	[Release 1.2]
"Release 1.0"	(Release 1.2)
DraftLabel	[DRAFT]
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**INCIDENT REPORTING INFORMATION SYSTEM  
(IRIS)**

**DESIGN SPECIFICATION  
DOCUMENT SPECIFICATION - 08 (DS-08)  
REVISION 5**

Prepared by

SAIC Information Services

For

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
NASA HEADQUARTERS

May 8, 2000

**DESIGN SPECIFICATION  
DOCUMENT SPECIFICATION - 08 (DS-08)  
FOR THE  
INCIDENT REPORTING INFORMATION SYSTEM  
(IRIS)**

Submitted by

---

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## **1 INTRODUCTION**

This section introduces and identifies this document, stating its purpose and scope, and presenting the background or events that led to its development.

---

### **1.1 IDENTIFICATION**

This Design Specification, (DS-08), provides the detailed design for each software component of the Incident Reporting Information System (IRIS). The detailed design is directly traceable to the requirements in the Requirements Specification (RS) through the requirement traceability matrix in this document.

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Document identification	This document is identified as the IRIS Design Specification (DS-08).
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Document version	This version of the Design Specification is designated as Revision 5.
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Application release	This version applies to IRIS Release 1.2.
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Life-cycle phase	This version applies to the Design Phase.
------------------	---

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### **1.2 PURPOSE**

This Design Specification describes in detail the structure and organization of each software unit in the IRIS. It specifies changes to the components that compose the software and database.

The design specifies a level of detail that leads directly to the development of changes to the software and database. The definition provides the criteria for software development, testing, and component integration. The result of this design is the final software architecture to be reviewed during the Critical Design Review (CDR). Upon approval the Design Specification becomes part of the allocated baseline.

---

### **1.3 SCOPE**

This Design Specification defines the changes to the existing system including interfaces, data, and processing software components.

## **2 SUMMARY**

The original enhancement document organized the changes for IRIS release 1.2 into following categories.

- 1.1.1 Lookup List Changes
- 1.1.2 Ease of Use Changes
- 1.1.3 E-Mail Notification Changes
- 1.1.4 1627 Word Form Changes
- 1.1.5 New and Updated Reports
- 1.1.6 New Data Elements
- 1.1.7 New Features

We have retained the original organization and added detail to the requirement statements in each category. The added detail represents the design proposed for the next release.

The design review process presents the design information in a way that describes how the system would change from a user's perspective. We describe what the user would see in the new release. We attempt to hide the details of how the enhancements would be implemented.

We present the design information in following sections to help facilitate the review process for the user community.

---

### **2.1 DESIGN PROCESS**

This design description addresses each requirement from the same original categories using the following steps.

1. We assigned each requirement a unique number based on the category.
2. We divided the requirements into two sections:
  - Those that will be included in release 1.2
  - Those that are either waived or deferred
3. We created a design statement for each requirement to be included in the release.

This process was used to create the following sections of this document.

---

### **2.2 PRESENTATION**

Each section of this document contains a table of requirement items that identify the description of the request, the Centers that requested the change, and notes. The descriptions are from the actual write-ups from the centers but were changed to summarize common requests and to add clarity.

#### **2.2.1 Requirements included in release 1.2**

Those requirements to be included in the release are described in section 3, *Design*. That section includes the design statements that describe how we propose to implement the requirements.

### **2.2.2 Requirements waived or deferred**

Those requirements to be excluded from the release are described in section 4, *Requirements Waived or Deferred*. That section includes a brief comment to describe the reason the requirement was excluded.

### **2.2.3 Other items**

Section 5, *Notes*, lists additional enhancements that Centers submitted after the last design review. We propose to exclude these from the next release.

---

## **2.3 REVIEW PROCESS**

The user community must review the design information in following sections

Often the design statement adds detail to the requirement requested. The reviewers should consider whether the design statements describe the intended enhancement well.

The reviewers should consider whether any of the requirements that are waived or deferred is should be included in the next release and provide information need to resolve the reason for exclusion.

### **3 DESIGN**

This section addresses each of the requirements that are to be included in the next release. For each change to the system we present a summary of the affected areas that are related to the user interaction with the system.

#### **USER DESCRIPTIONS**

We identified these affected areas to describe user interaction:

User description of design features	
Data	The values of data stored in the database. These include lists of defined values, such as parts of the body. These data will be displayed to the users through the screens.
Screens	The screens display the system data and provide a means to add and change data. When the system holds a new type of information, then a screen will be changed to allow the user to access that type of data.
Reports	Reports provide summaries of all the data stored by the system. If a new type of information is added to the system, then it might be added to some report. Other report changes will support changes to the business processes and decisions.
1627 Word Form	The MSWord forms 1627, 1627A, and 1627B are a component of the system used for data gathering and input. They also support the business process.
E-Mail	The e-mail notification process. This includes who is notified or what information is sent.

For new reports we use the following type of information to describe the content. During the development of the report we will determine the page layout.

User description of report	
Title	The distinctive title of the report. There might be other information in the title area, such as dates and other criteria used to generate the report.
Parameters	Parameters used to generate the report, such as a range of dates to include or one specific Center to include. Each parameter represents a field in a report dialog. The user can fill in a value for each field. If the user does not fill in a value for a field, then some default value will be applied.
Select	Describes how the parameters are used to select the intended information from the database.
Sort	Describes how the many items selected will be ordered in the body of the report. For example, a list of cases might be sorted first by the site and then by the fiscal year and then by case number.
Group	Describes how the sorted items will be consolidated for summary information, such as grouping cases by their sites. There can be more than one Group section when reported items are first grouped by one column and then, within that group, grouped by a second column.
Display	List of the data to be presented for the reported items. These can be <ol style="list-style-type: none"> <li>1. Rows of group summary data, such as the site name or totals for the group</li> <li>2. Columns for a tabular report, such as case number, dates, and counts.</li> <li>3. Values used to create a graph, such as years and data per year.</li> </ol>

In this design document we describe changes that the users can see. We do not elaborate on the details of implementing the changes that we propose. We expect that during the development period we will distribute review materials that show the details of the implementation.

## DESIGN DETAILS

Following the user description is a table for a more detailed design statement.

Design statement	
Server	
Processes	The OS processes on the server, such as the Unix cron process and associated scripts that manage the e-mail notification.
Database	The server database schema and DBMS settings and functions.
Data	The data content of the database.
Data migration	The process of migrating the data from the current database to the new database.
User interface	
Screens	The on-screen display of data and its relation to the database. This includes report menus and dialogs.
Functions	The on-screen functions for data entry and display.
Reports	The reporting query and display process. It includes data selection based on parameters and the report layout.
MSWord forms	
Layout	The content and page layout of the MSWord templates.
Macro	The macro functions of the MSWord templates.

### 3.1 CHANGES TO DATA

These requirements are satisfied by changing the data in tables of the current system.

Number	Requirement	Request	Notes
1.1.1.1	Add "Buttocks" to list of body parts [Attribute "Buttocks" to the "Torso" section of the body. Its sort order should be related to other parts of the lower torso.]	DFRC	This addition is completed in the current system.
1.1.1.2	Change "Stiking Against" to Striking Against [There is a misspelling in the list of activities.]	KSC	This correction is completed in the current system.

Number	Requirement	Request	Notes
1.1.1.3	Add "Neck" to standard list of affected body parts [The item "Neck" is needed In the list of Sections of the Body and in the list of Body Parts and Systems. Its sort order should be between the face and torso.]	KSC	This addition is completed in the current system.
1.1.1.4	Add "Repeated Trauma" to standard list of injury types. Its sort order should be between Toxicosis and Other/Unknown.		This addition is completed in the current system.
1.1.1.5	Add "ERGONOMIC INJURY" to standard list of major cause codes. Its sort order should be between ?? and ??.		This requirement is NOT in the current system.

User description of design features	
Data	The values of "Buttocks" and "Neck" appear in the lists of body parts. The spelling of "Striking Against" is corrected in the list of activities.
Screens	None
Reports	None
1627 Word Form	None
E-Mail	None

Design statement	
Server	
Processes	None
Database	None

Data	<p>Add a new item to the table tbl_body_parts with the values "Torso" and "Buttocks" for the columns section_of_body and body_part_or_system. Set the sort order to 353 so that the new item is displayed after the item "Torso", "Groin" (352).</p> <p>Update the value "Stiking Against" in column activity_type in table tbl_activity_type to "Striking Against".</p> <p>Add a new item to the table tbl_sections_of_body with the values "Neck" for the column section_of_body. Set the sort order to 25 so that the new item is displayed after the item "Head/Face" (20). Then, add a new item to the table tbl_body_parts with the values "Neck" and "Neck" for the columns section_of_body and body_part_or_system. Set the sort order to 290 so that the new item is displayed after the item "Head/Face", "Jaw" (280).</p> <p>Add a new item to the table tbl_injury_type with the value "Repeated Trauma" for the column injury_type. Set the sort order to 255 so that the new item is displayed after the item "Toxicosis" (250).</p> <p>Add a new item to the table tbl_major_cause_code with the value "ERGONOMIC INJURY" for the column major_cause_code. Set the sort order to ?? so that the new item is displayed after the item "???" (??).</p> <p>Add a new item to the table tbl_minor_cause_code with the values "ERGONOMIC INJURY" and "Carpal Tunnel Syndrome" for the columns major_cause_code and minor_cause_code. Set the sort order to ?? so that the new item is displayed after the item "???", "???" (??).</p>
Data migration	<p>Migrate the new data items along with the exiting items.</p> <p>Items not in the system already should be inserted during data migration.</p>
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

## 3.2 CHANGES TO EASE OF USE

These requirements are satisfied by changes to the ease of use of the user interface.

### 3.2.1 Change control of the insertion point

Number	Requirement	Request	Notes
1.1.2.1	Don't shift to next screen after hitting the right-arrow key	MSFC	

User description of design features

Data	None
Screens	The right arrow key will not make the cursor jump to the next page when editing the last field of the screen. To move to the next page, use the tab key or click on the page number button. We will add instructions to the user's manual about how those keys work with IRIS 1.2.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.2.3	Allow the "End" key to operate on the keyboard to advance to the end-of-line in text fields	MSFC	

User description of design features	
Data	None
Screens	When the user presses end key, the cursor will jump to the end of the line, if the system is in edit mode. (The insertion point is within the text of a field.)  If the system is not in edit mode (The user just entered the field and the entire field is selected.) then the end key will move the focus to the last field in the logical form. If the form has many pages, then the focus will move to the last field on the last page.
Reports	None
1627 Word Form	None
E-Mail	None



Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.2.2 Change of time-of-day format

Number	Requirement	Request	Notes
1.1.2.4	Incorporate a 24 hour clock in date input fields	KSC	

User description of design features	
Data	None
Screens	The user can enter the time of day using 24-hour format, such as "1423" instead of "2:23PM". The system will not require the colon (:) to interpret the digits typed in. The time of day will still display as a 12-hour clock, such as "2:23PM".
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None

User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.2.3 Add utility functions for screen form fields

Number	Requirement	Request	Notes
1.1.2.2	Add a menu of functions that can be performed/accessed by a right mouse click, i.e., cut, copy, paste, undo, spell check	KSC, MSFC	
1.1.2.5	Add Spell Checking to text fields	MSFC	
1.1.2.7	Add Undo feature	MSFC	

User description of design features	
Data	None
Screens	<p>Add a right-button menu with the functions cut, copy, paste, undo, spell check.</p> <p>Spell check will operate on the text current field.</p> <p>The undo feature will reverse the all changes to the current form, not just to the current field. This same undo feature already exists on the Edit menu and with the Escape key.</p> <p>Undo will not remove records that are saved or restore those deleted.</p>
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	

Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.2.4 User interactions

These enhancements help the user interact with the system.

Number	Requirement	Request	Notes
1.1.2.8	Add an "Are you sure?" box to the "Close The Case" button	MSFC	

User description of design features	
Data	None
Screens	We will present a dialog box that asks "Are you sure?" to allow a user to cancel the close operation. The same dialog box will appear to reopen a closed case.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.2.12	While entering corrective actions, keep the previous information for "Person Taking Action" when bringing up new actions screens	MSFC	

User description of design features	
Data	None
Screens	When the user opens a new corrective action, the following data for the person taking action will be copied from the last corrective action: name, organization, mail code, and phone.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.2.15	Use Fiscal Year rather than Calendar Year on the Control Data Reports	MSFC	

User description of design features	
Data	None

Screens	We will change the control data screen to use fiscal year rather than calendar year. The month numbers will remain as 1 = January and 12 = December.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.2.17	Add "Affected Person" to the criteria used to find a case		This requirement was brought up at the teleconference in December 1999.

User description of design features	
Data	None
Screens	<p>Add a field for affected person name to the screen used to find cases. If the user leaves the field empty, then do not limit the cases based on affected persons.</p> <p>If the user gives a value for affected person, then use the contents of the field as a sub-string of the name of an affected person. For example, if the user enters "dav", then the system will select any case that matches all other find criteria plus has an affected person with a name that contains "dav", such as "David Jones" and "Sam Davidson".</p>
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.2.20	<p>The field to enter the estimated and actual completion dates is too small to contain the necessary digits. I just tried entering 12/15/99 in both fields and the system defaults the entry to 2/15/1999, creating two extra digits but dropping the number "1" at the beginning.</p> <p>The fields are indeed too small to display the date '12/15/1999', but they can hold the full date. It looks like the first '1' is dropped, but it will be saved in the database.</p>	ARC	

User description of design features	
Data	None
Screens	Increase the length of the display field for the estimated and actual completion dates. Check and correct the lengths of other fields.
Reports	None
1627 Word Form	None
E-Mail	None

### 3.3 E-MAIL FUNCTIONS

These enhancements improve the e-mail notification functions.

### 3.3.1 Message content

These enhancements add to the content of e-mail notification messages.

Number	Requirement	Request	Notes
1.1.3.1	Add Investigator and General location to e-mail notifications	MSFC	KSC comments: During our last meeting, we agreed to drop the Investigator from the email notification.
1.1.3.4	Include full text of the Incident Description in the e-mail notifications	KSC, MSFC	

User description of design features	
Data	None
Screens	None
Reports	None
1627 Word Form	None
E-Mail	The e-mail notification messages will include the general location and the incident description.

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.3.2 Notification events

These enhancements clarify the events that initiate e-mail notification.

Number	Requirement	Request	Notes
1.1.3.5	Limit IRIS e-mail notifications to "New Cases"	KSC	KSC comments: Each time a report is saved or new updates are entered, an IRIS notification is sent, for example, damage cost update, corrective action, etc. KSC request is to limit the email notifications to new cases.



User description of design features	
Data	Add a user permission flag for notification of new cases. Set it to the same permission as the "new & updated cases" flag.
Screens	Change the current "new & updated cases" flag to represent updated cases only. Add a notification option to the users screen for new cases only.
Reports	None
1627 Word Form	None
E-Mail	Use the new notification flag to determine when to send a message to whom for new cases only. Use the current flag for updated cases only.

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.4 IMPROVE MSWORD FORMS

We propose to defer all enhancements to the MSWord forms 1627. Rather than satisfy the isolated requirements for changes to the IRIS form, we propose to gather comprehensive changes.

We also propose that a follow-on release of IRIS develop a set of Web-based forms 1627. Centers that use IRIS would instruct their safety personnel to submit new reports through a Web interface rather than using the MSWord templates. The Web entry would submit the data directly to a holding area in the IRIS database for validation by an IRIS user. Centers that do not use IRIS would continue to use the standard forms.

### 3.5 REPORTS

These enhancements provide new and improved reports.

#### 3.5.1 Changes to existing reports

These requirements relate to existing IRIS reports.

Number	Requirement	Request	Notes
1.1.5.2	Add General Location on the selection criteria for Open Case Listing report	MSFC	

User description of design features	
Data	None
Screens	None
Reports	We can add a field for General Location when the user requests the Open Case Listing report. If it gets a value, we will limit the selections to that location.
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.5.3	Add the ability to print a Federal OSHA Log and OSHA Summary by Fiscal Year	ARC	ARC Comment: There are two reports, but we only need one in IRIS. Please see 29CFR part 1960.67 and part 1960.69. The required annual summary required by 1960.69 can and should be essentially the same as the log required by 1960.67. Therefore, if you can give us a report form similar to the Federal Log of Occupational Injuries and Illnesses, that should serve our purposes.

User description of design features	
Data	None
Screens	None
Reports	Change the existing OSHA log 200 report to CY OSHA log on the menu. Create a similar report for fiscal years, FY OSHA log.  Case Number, Injury or Illness Date, Employee's Name, Occupation, Department, Injury or Illness Description Case Type, Date of Death, Lost Workday Case, Days away from work, # of Restricted Days, Injuries/illnesses w/o Lost workdays, Illness type fields.
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None

Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
1.1.5.27	Add a function to save the mishap report, chart and graph into a word document. When a chart or a report is created in IRIS, the only option is to print the chart or report. KSC would like to email the chart and report directly from IRIS and to have the option to save the chart and report as a word document.	KSC	

User description of design features	
Data	None
Screens	Provide a menu item or screen button to allow the contents of any report to be saved to a file or the workstation clipboard in a form that can be used in a MSWord document or MExcel spreadsheet. The report should be in a text format rather than graphic so that it can be edited in the Word or Excel program.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	Add a menu item "Export" under the "File" menu. Tie that item to the existing MSAccess export function.
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

Number	Requirement	Request	Notes
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Number	Requirement	Request	Notes
1.1.5.29	Add a data field that includes the final damage cost to the "special Case Criteria Reports.	KSC	[There is a damage report: Phil Swihart]

User description of design features	
Data	None
Screens	None
Reports	For the Special Case Criteria report, add a column labels "Final Cost". For each case list the sum of the Final Cost fields for every Property Damage record for the case.
1627 Word Form	None
E-Mail	None

User description of report	
Title	...
Parameters	... Separate Natural Disaster (checkbox, default is do not show natural disaster separately)
Select	If Separate Natural Disaster is NOT checked, then Take ...  If Separate Natural Disaster is checked, then Take ... where major cause code is NOT natural disaster  And then Take ... where major cause code is natural disaster
Sort	by major cause code type then by site sort order
Group	major cause code type
Display	...

### 3.5.2 New reports from HQ

These reports are new to the IRIS system requested by HQ.

Number	Requirement	Request	Notes
1.1.5.26	Add the Lost Time Summary report. This is the report generated by hand and posted on the Code Q Web page.	HQ	

Number	Requirement	Request	Notes
1.1.5.7	Ability to extract On-Site only incident rates	MSFC	

User description of report	
Title	"Lost Time Summary"
Parameters	Fiscal year (required, default is current FY) Organization type (optional, default is all types: Civil, Contractor, Other) On/Off-Site switch (optional, default is do not separate on- and off-site)
Select	
Sort	
Group	
Display	

Number	Requirement	Request	Notes
1.1.3.3	Add a flag to notify assignees when they have overdue corrective actions	MSFC	

User description of report	
Title	"Corrective Actions Overdue"
Parameters	End day (no default) Site (optional, default is all sites)
Select	Take every corrective action whose estimated completion date is on or before the End day AND whose site is the given site AND whose actual completion date is after the End day OR is missing Take the case for each corrective action found
Sort	by site sort order then by case fiscal year (descending) then by case number
Group	None

Display	Case file number Case status Case incident date Action description Estimated completion date Actual completion date Action taken by (org) Action taken by (person) Name Email Phone
---------	---

### 3.5.3 New reports from MSFC & KSC

These reports are new to the IRIS system requested by MSFC and KSC.

Number	Requirement	Request	Notes
1.1.5.1	Provide a report that supports initial management notification. It should contain a brief description, date and responsible organization.	MSFC	MSFC withdrew this requirement, but HQ asked to keep it.

User description of report	
Title	"Initial Management Notification Report (New Case Report)"
Parameters	Site (optional, default is all sites) Fiscal Year (optional, default is all years available in the system)
Select	Take every cases whose incident date is in reporting period AND whose site is the given site AND whose status is "Initial Report"
Sort	by site sort order then by case fiscal year (descending) then by case number
Group	None
Display	File number Status Category Incident date and time Investigator/monitor Description



Number	Requirement	Request	Notes
1.1.5.4	Provide reporting and querying on frequency rates and severity rates at the organization/contractor level and selection by date range	KSC, MSFC	KSC comments: In the "Performance Reports" section, create pull down menus to select a timeframe, different contractors at the center, and multiple contractors at the center. Example, I want to compare the Lost Time Frequency Rates of KSC contractors, USA, PGOC, and JBOSC, for the timeframe of 1/1/00 to 4/1/00. Should be able to do this with the charts and graphs.

User description of report	
Title	"LT FR& SR Report"
Parameters	<p>Begin day (no default)</p> <p>End day (no default)</p> <p>Site (optional, default is all sites)</p> <p>Org type (optional, default is all org types)</p> <p>Org code (optional, default is no orgs, for a given site)</p> <p>User can choose zero, one, or many org from a given site</p>
Select	<p>If one or more org is given, then take every cases whose incident date is in reporting period AND whose site is the given site AND whose (responsible) org is the given org</p> <p>If no org is given, then take every cases whose incident date is in reporting period AND whose site is the given site AND whose (responsible) org type is the given org type</p>
Sort	By site then by organization code
Group	By site and organization

Display	Reporting Date Site Name Organization Code Organization Name Organization Type Selected Day Period Hours Worked Lost Time Cases Lost Time Days Lost Time Frequency Rate Lost Time Severity Rate
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Number	Requirement	Request	Notes
1.1.5.5	Develop a Full 1627 report that can be printed from within IRIS	KSC, MSFC	Described as a priority item at the May teleconference.

User description of design features	
Data	None
Screens	None
Reports	Create a new report that has the fields of the full 1627. The user would specify one case by number. The report will include all corrective actions for the case.  The report format would resemble the standard 1627 form and it would be labeled as the NASA form, but would possibly span more than one page.
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None

Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.5.4 New reports from LaRC

These reports are new to the IRIS system requested by LaRC.

Number	Requirement	Request	Notes
1.1.5.13	Add annual and quarterly Personnel Fatality/Injury Performance Analysis report that provide organization, hours worked, lost time cases and days, severity and frequency rates, and fatal/hospitalized personnel	LaRC	

User description of report	
Title	"Personnel Fatality/Injury Performance Analysis"
Parameters	begin day (no default) end day (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order then by organization code
Group	by site
Display	Site site name & code Total sum each statistic, over organizations then recompute rates based on totals
Group	Aggregate by (responsible) organization

Display	Organization	org_name & org_code
	Fatality Mishaps (Type A1)	count cases where case_category = "A"
	Fatality Cases	count cases where imp_fatality = TRUE
	Perm Dis/Hospital (Type B3, B5)	count cases where imp_disability = TRUE OR imp_3_or_more_hospitalized = TRUE OR imp_under_3_hospitalized = TRUE
	Hours Worked	sum control data hour_worked
	Days Lost	sum person full_lost_workdays
	Severity Rate	=Lost Time Days*200000/Hours Worked
	Lost Time Cases	count cases where imp_full_lost_workday = TRUE
	Freq Rate	=Lost Time Cases*200000/Hours Worked

Number	Requirement	Request	Notes
1.1.5.14	Add annual and quarterly Category Count report that shows open, closed, and dropped counts for each category (i.e., Type A, B, C etc.)	LaRC	

User description of report	
Title	"Category Count"
Parameters	begin day (no default) end day (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site AND whose status is "Open", "Closed", or "Dropped" [Note: Ignore status "Initial Report"]
Sort	by site sort order then by case status
Group	by site
Display	Site site name & code Total sum each category, over statuses
Group	by case status: "Open" or "Closed" or "Dropped"
Display	Status Category A count where case_category = "A" Category B count where case_category = "B" Category C count where case_category = "C" Category Incident count where case_category = "Incident" Category Mission Failure count where case_category = "Mission Failure" Category Close Call count where case_category = "Close Call" Category First Aid count where case_category = "First Aid Only" [Note: Ignore where case_category = "To Be Determined"]

Number	Requirement	Request	Notes
1.1.5.15	Add annual and quarterly Lost time Summary with breakdown of lost time cases, file number, brief description of incident and number of days lost	LaRC	

User description of report																					
Title	"Lost Time Summary"																				
Parameters	begin day           (no default) end day           (no default) site               (optional, default is all sites) show_name_flag       (optional, default is no)																				
Select	Take every case whose incident date is in reporting period AND has category_with_lost_time = TRUE AND whose site is the given site																				
Sort	by site sort order then by case fiscal year then by case number then by person contract no (divides civil service from contractor)																				
Group	by site																				
Display	<table> <tr> <td>Site</td><td>site name &amp; code</td></tr> <tr> <td>Total</td><td>sum days lost over persons</td></tr> <tr> <td colspan="2">[Report the following for each person per site]</td></tr> <tr> <td>Date</td><td>incident_date</td></tr> <tr> <td>File #</td><td>site+fiscal year+case number</td></tr> <tr> <td>Org File #</td><td>org_file_number</td></tr> <tr> <td>Category</td><td>case_category</td></tr> <tr> <td>Event Summary</td><td>incident_description</td></tr> <tr> <td>Name</td><td>inj_name, if show_name_flag = TRUE else blank</td></tr> <tr> <td>Days Lost</td><td>full_lost_workdays</td></tr> </table>	Site	site name & code	Total	sum days lost over persons	[Report the following for each person per site]		Date	incident_date	File #	site+fiscal year+case number	Org File #	org_file_number	Category	case_category	Event Summary	incident_description	Name	inj_name, if show_name_flag = TRUE else blank	Days Lost	full_lost_workdays
Site	site name & code																				
Total	sum days lost over persons																				
[Report the following for each person per site]																					
Date	incident_date																				
File #	site+fiscal year+case number																				
Org File #	org_file_number																				
Category	case_category																				
Event Summary	incident_description																				
Name	inj_name, if show_name_flag = TRUE else blank																				
Days Lost	full_lost_workdays																				

Number	Requirement	Request	Notes
1.1.5.16	Add annual and quarterly Equipment/Property Damage summary with breakdown of incidents which resulted in equipment or property damage and includes date of incident, file number, category, brief description, and cost	LaRC	

User description of report		
Title	"Equipment/Property Damage Summary"	
Parameters	begin day           (no default) end day           (no default) site               (optional, default is all sites)	
Select	Select every case whose incident date is in reporting period AND whose site is the given site AND has category_with_damage = TRUE  Select every property damage item involved in each case	
Sort	by site sort order then by case fiscal year then by case number	
Group	by site	
Display	Site                               site name & code Total                               sum each , over	
Group	by case fiscal year, case number	
Display	Date                               incident_date File #                               site+fiscal year+case number Org File #                               org_file_number Category                               case_category Event Summary                               incident_description Item                               dam_specific_items Cost                               sum final_cost over all property damage	

Number	Requirement	Request	Notes
1.1.5.17	Add annual and quarterly Personnel Environment Analysis with breakdown of factors in personal injury incidents (i.e., animal, chemical, hand tools, etc.)	LaRC	

User description of report		
Title	"Personnel Environment Analysis"	
Parameters	begin day           (no default) end day           (no default) site               (optional, default is all sites)	
Section	Types of Agents	
Select	Take every case whose incident date is in reporting period AND whose site is the given site	
Sort	by site sort order then by object code sort order	
Group	by site	
Display	Site                               site name & code Total                               sum count of cases, over object codes	
Group	by object code	
Display	Agency                           object_code Cases                               count of cases where object_code appears in causes_objects_or_substances	



Number	Requirement	Request	Notes
1.1.5.18	Add annual and quarterly Personnel Activity Analysis with breakdown of activities involved in personnel injury (i.e., striking against, pushing/pulling, etc.)	LaRC	

User description of report		
Title	"Personnel Activity Analysis"	
Parameters	begin day           (no default) end day           (no default) site               (optional, default is all sites)	
Section	Types of Activities	
Select	Select every case whose incident date is in reporting period AND whose site is the given site  Select every activity type for complete list	
Sort	by site sort order then by activity code sort order	
Group	by site	
Display	Site	site name & code
	Total	sum count of cases, over activity codes
Group	by activity code	
Display	Activity	activity_code
	Cases	count of cases where activity_code appears in causes_activities

Number	Requirement	Request	Notes
1.1.5.19	Add annual and quarterly Mishap Cause Analysis with breakdown of causes involved in all types of incidents (A, B, C, etc.) and includes the Cause (handling, communication, etc.)	LaRC	Described as a priority item at the May teleconference.

User description of report	
Title	"Detailed Cause Analysis"
Parameters	begin day (no default) end day (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order then by major_cause_code, minor_cause_code
Group	by site
Display	Site site name & code Total sum each injury and damage statistic, over major cause + minor cause codes
Group	Aggregate by major_cause_code
Display	Total sum each injury and damage statistic, over minor cause codes
Group	Aggregate by minor_cause_code

Display	Cause	major_cause_code + minor_cause_code
	Injuries Pri	count of cases where category_with_injury = TRUE AND major_cause_code + minor_cause_code is the primary cause
	Injuries Cont	count of cases where category_with_injury = TRUE AND major_cause_code + minor_cause_code appears in causes_contributing_causes
	Damage Pri	count of cases where category_with_damage = TRUE AND major_cause_code + minor_cause_code is the primary cause
	Damage Cont	count of cases where category_with_damage = TRUE AND major_cause_code + minor_cause_code appears in causes_contributing_causes
	Damage Cost	sum of property damage final_cost for all cases where category_with_damage = TRUE AND major_cause_code + minor_cause_code is the primary cause OR major_cause_code + minor_cause_code appears in causes_contributing_causes

Number	Requirement	Request	Notes
1.1.5.20	Add annual and quarterly Body Part/Injury Type count with breakdown of body parts sustaining injury (i.e., ear, back, hip, etc.) as well as the type of injury (i.e., burn, fracture, laceration, etc.)	LaRC	

User description of report	
Title	"Mishap Body Part/Injury Type Count"
Parameters	begin day (no default) end day (no default) site (optional, default is all sites)
Section	Body Parts and Systems
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order then by body part sort order
Group	by site
Display	Site site name & code Total sum cases , over body parts
Group	Aggregate by body_part_or_system
Display	Body Part body_part_or_system Cases count of cases where category_with_injury = TRUE AND body_part_or_system appears in inj_affected_body_parts
Section	Type of Injury
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order then by injury type sort order
Group	by site
Display	Site site name & code Total sum cases , over injury types
Group	Aggregate by injury_type
Display	Injury type injury_type Cases count of cases where category_with_injury = TRUE AND injury_type appears in inj_type_of_injury

Number	Requirement	Request	Notes
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Number	Requirement	Request	Notes
1.1.5.21	Add annual and quarterly graph reports for First Aid Cases and Equipment/Property Loss (dollars)	LaRC	

User description of report	
Title	"Civil Service First Aid Cases by Quarter"
Parameters	begin year (no default) end year (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order
Group	by site
Display	Site site name & code
Group	Aggregate by fiscal year and quarter
Display	Fiscal year fiscal year Quarter quarter calculated from incident date Cases count of cases where imp_first_aid_only = TRUE  [Graph the Cases versus the fiscal year + quarter]

User description of report	
Title	"Civil Service First Aid Cases by Fiscal Year"
Parameters	begin year (no default) end year (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site
Sort	by site sort order
Group	by site
Display	Site site name & code
Group	Aggregate by fiscal year

Display	Fiscal year                      fiscal year Cases                              count of cases where imp_first_aid_only = TRUE  [Graph the Cases versus the fiscal year]
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Number	Requirement	Request	Notes
1.1.5.28	Add a chart for Injury Incident Rate which is a rate of a site's OSHA recordable incidents multiplied by 200,000 hours worked and divided by total number of hours worked at a site. This rate is very important because it is the rate OSHA uses to compare VPP sites with other sites performing the same type of work.	LaRC	

User description of report	
Title	"Injury Incident Rate"
Parameters	Begin day            (no default) End day              (no default) Site                   (optional, default is all sites)
Select	Take every cases whose incident date is in reporting period AND whose site is the given site AND either whose classification type is Incident OR whose classification with is Lost Time AND whose status is not "Dropped"
Sort	By site
Group	By site
Display	Site code Hours Worked                      sum of Hours Worked in the report period Lost Time or Incident Cases      count of cases Lost Time Frequency Rate        count of cases times 200,000 divided by Hours

### 3.5.5 New reports from GRC

These reports are new to the IRIS system requested by GRC.

Number	Requirement	Request	Notes
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Number	Requirement	Request	Notes
1.1.5.22	Add a report that shows and prints the Lost Time Summary input for Civil Servants and Contractors that shows Date of Mishap, Master File No. Organization Code, Mishap Category (type C's only), the full Mishap Description, Person Involved, and the Number of Lost Days	GRC	

User description of report	
Title	"Lost Time Summary Items"
Parameters	begin day (no default) end day (no default) site (optional, default is all sites)
Select	Take every case whose incident date is in reporting period AND whose site is the given site AND whose category is "C"
Sort	by site sort order then by fiscal year then by case number
Group	by site
Display	Site site name & code
Display	Date of Mishap Master File No. Organization Code Mishap Category (type C's only) Mishap Description Person Involved Number of Lost Days

### 3.5.6 Need further definition

These reports require more definition before we can give a firm design.

Number	Requirement	Request	Notes
1.1.5.11	Add a report that shows and prints ONLY the Lost Time Rate and at the bottom of the report shows the Lost Time Rate vs. Goal for the year  [Waiting for input from GRC]	GRC	Need an example. For each sight show LT Freq and then LT Freq with the Goal?  Site    LT    LT    Goal MSFC   .21   .21   .30



### 3.6 NEW DATA ITEMS

These requirements include additional data to be managed by IRIS.

Number	Requirement	Request	Notes
1.1.6.4	Add an area on the hardcopy 1627 for approval signatures. Add to data entry screen. Also, add information and date of signature on the screens and hard copy reports.  [There is a set of milestones that have signatures and dates. We need to add data for this set.]	MSFC	

User description of design features	
Data	Add database columns for the safety incident. One column will hold a typed name of the signatory and another will hold a date of signature. Neither column is required.
Screens	Add a field to enter a typed name of the signatory and another for a date of signature. The system will not require a user to enter a value in either field.
Reports	None
1627 Word Form	None: Later we can add a new field for signatures when we revise the Word forms.
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

### 3.7 NEW FEATURES

These requirements include additional features and functions for IRIS.

Number	Requirement	Request	Notes
1.1.7.2	Add read-only capability to Full 1627 Screen	MSFC	

User description of design features	
Data	Add a new permission flag for "Read-Only Access"
Screens	Add a new check box to the Type of User in the user administration screen the read-only access.
Reports	None
1627 Word Form	None
E-Mail	None

Design actions	
Server	
Processes	None
Database	None
Data	None
Data migration	None
User interface	
Screens	None
Functions	None
Reports	None
MSWord forms	
Layout	None
Macro	None

#### **4 REQUIREMENTS WAIVED OR DEFERRED**

This section lists the original requirements that were either waived as a result of an earlier design review in December 1999 or those that we propose to defer until we can get further detail. See section 5, *Notes*, for additional requirements that are deferred.

<b>1.1.1 Requirements Waived or Deferred</b>			
<b>Number</b>	<b>Requirement</b>	<b>Request</b>	<b>Reason</b>
None			

<b>1.1.2 Requirements Waived or Deferred</b>			
<b>Number</b>	<b>Requirement</b>	<b>Request</b>	<b>Reason</b>
<b>1.1.2.6</b>	Add the capability to capture Close Calls which have no immediate cost [Details needed]	MSFC	Results of previous design meeting
<b>1.1.2.9</b>	The label "Estimate Completion Date" on Corrective Action screen does not match the labels on the 1627 forms that read Date Initiated and Date Completed	MSFC	Consolidate with other changes to the form
<b>1.1.2.10</b>	The Tab key switches the user to the next page when the user may only want to switch to the next field.  [Details needed. When you are in the last field, should it go back to the first? Or to the next page? ]	MSFC	Results of previous design meeting
<b>1.1.2.11</b>	Translate dates entered in "mmddyy" format to "mm/dd/yyyy" and telephone numbers entered in "999999999" format to "(999) 999-9999"	MSFC	Results of previous design meeting
<b>1.1.2.13</b>	Provide listing of possible corrective actions, in pull-down menu format, to assist user in selecting proven and effective corrective actions  [Details needed. What actions would be on that list? Would users be able to add actions to the list? To remove or edit actions? Which users could? ]	KSC	Results of previous design meeting

1.1.2	Requirements Waived or Deferred		
Number	Requirement	Request	Reason
1.1.2.14	Provide definitions for each cause code when you click on each cause code to assist user in making appropriate cause code selections	KSC	Results of previous design meeting  [Details needed. What definitions should we use? Would it be satisfactory to display a list of all definitions?]
1.1.2.16	Add a Medical Restrictions pull-down menu, which contains a standard list of Medical Restrictions	KSC	Results of previous design meeting  [Details needed. What would be in this list? Would users be able to add restrictions to the list? To remove or edit restrictions? Which users could? This list would appear on what screen? For what field? ]
1.1.2.18	Add the capability to print the complete contents of a 1627 form before it is saved to the database. The printed "report" should include the values of all fields related to the case.	JPL-DSN	This requirement was introduced at the teleconference in May 2000. It was deferred.
1.1.2.19	Add the capability to print the complete screen form or a single screen.	ARC	This requirement was introduced at the teleconference in May 2000. It was deferred.

1.1.3 Requirements Waived or Deferred			
Number	Requirement	Request	Reason
1.1.3.2	Add site System Administrator phone number on the bottom of e-mail notifications	MSFC	Results of previous design meeting  [Details needed. Give an example. ]

1.1.4 Requirements Waived or Deferred			
Number	Requirement	Request	Reason
1.1.4.1	Simplify the Corrective Action blocks on the 1627 Word forms to correspond with the screens	MSFC	Consolidate with other changes to the form
1.1.4.2	For the 1627 Word forms, provide a list of acceptable entries for the Cause, Activity, and Unsafe Act fields using an instruction sheet that is attached to the form	MSFC	Consolidate with other changes to the form
1.1.4.3	The 1627's are almost illegible when printed because the lettering is so small.	MSFC	Consolidate with other changes to the form
1.1.4.4	<p>Make the following changes to form 1627</p> <p>Block 5. Drop the numbers by the categories and Add an "Illness" block under both Type C and Incident.</p> <p>Block 18. (or a new block) Add "Years Experience" for the personnel involved (see 1627B for exact wording).</p> <p>After Block 26. Add Medical Treatment section similar to what is on 1627B.</p> <p>Block 34. Bold or underline the words "estimated completion date."</p> <p>Add a Supervisor information block similar to what is on the 1627B (e.g., name, org. mail code, phone #).</p>	MSFC	Consolidate with other changes to the form

1.1.5 Requirements Waived or Deferred			
Number	Requirement	Request	Reason
1.1.5.6	Provide a print option that will print the input text that explains why a case was statused as Reportable or Not Reportable	KSC	Need more information about the report involved.  KSC comments: When a case has been “dropped” the “Justification for Reportable/Not Reportable” rationale is not printed on the report.
1.1.5.8	Add Damage Cost to Selection Criteria Reports and 1627 Find Screens	MSFC	Do you want to select (or find) those cases tagged with (classification with damage = TRUE)?  or with some monetary damage (cost > \$0)?  or with range of damage (\$50K < cost < \$100K)?
1.1.5.9	Add the following to the Major Mishap Report: brief description, damage cost, and location of each	MSFC	The Major Mishap Report only has Total counts of cases, not details about each case.
1.1.5.10	Support AdHoc Querying at each center  From ARC: For example, if an organization director calls me and asks how many Lost-Time cases her organization has had in the past three months, I should be able to do a sort or a query to get that information.  We should similarly be able to sort or query on body parts, injury types, and most any other information that is in the database to support trending and analysis.	KSC	Results of previous design meeting  [Details needed. What functions are missing from the current query module?]
1.1.5.12	Identify which Center is associated with the maximum and minimum rates so those centers can present their performance in relation to the other centers to their management.	MSFC	MSFC dropped this requirement at the telecon in May 2000.

1.1.5 Requirements Waived or Deferred			
Number	Requirement	Request	Reason
1.1.5.23	Upgrade IRIS to have trending capability of all data	KSC	Results of previous design meeting  [Details needed. Trending is a complicated function with broad definition. It is not likely to be cost effective to develop this capability. Would it be sufficient to interface a commercial tool to the IRIS database? Do you know of a commercial tool with the capability you want? ]
1.1.5.24	Develop a transaction log that tracks when a case was entered, and tracks all input associated with the case, i.e., date corrective action plan is due, who entered the data, other related dates, etc.  Also send electronic notifications to NASA and related organizations when a corrective action report is past due	KSC, MSFC	Results of previous design meeting  [Details needed. What updates to the case do you want to record. Do you want to record every time the record is saved? How do you want to retrieve (report) these data? Give examples of events that would be recorded and those that would not. Give an example of how these data would be used. ]  [Details needed. Describe what event would trigger the message. Would it be when overdue or when near the due date? One message or daily? What should it say? Who would receive the message? ]
1.1.5.25	Add a new report for the OSHA 101 report.	HQ	This requirement was introduced at the teleconference in May 2000. It was deferred.  [The current special case report has been satisfactory so far for OSHA inspections.]

<b>1.1.6 Requirements Waived or Deferred</b>			
<b>Number</b>	<b>Requirement</b>	<b>Request</b>	<b>Reason</b>
<b>1.1.6.1</b>	IRIS does not provide an "Occupational Illness" feature to address injuries that develop over time	GRC	Results of previous design meeting [Details needed]
<b>1.1.6.2</b>	Add blocks for Supervisor information on the 1627 forms or change IRIS so this data is not required	MSFC	Consolidate with other changes to the form
<b>1.1.6.3</b>	Identify Total vs. Continuing for number of lost days	MSFC	MSFC dropped this requirement in the telecon in May 2000.
<b>1.1.6.5</b>	Include an observation(s) field to capture items that did not directly or indirectly relate to the "event" but are notable findings since they may contribute to an event in the future	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.6</b>	Add Physician/Chief Nurse signature block, which officiates the document	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.7</b>	Add the fields for the date and time an injured person was released from duty	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.8</b>	Add date of birth to 1627B	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.9</b>	Add a patient release authorization to the 1627B report for compliance with release of information clauses of the Privacy Act	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.10</b>	Provide a SSN query option for medical personnel usage	KSC	Results of previous design meeting [Details needed]
<b>1.1.6.11</b>	Include social security number of the person seeking medical attention	KSC	MSFC dropped this requirement in the telecon in May 2000.  KSC comments: At the last meeting this item was agreed to. Add SSN to the medical section of IRIS.





1.1.7 Requirements Waived or Deferred			
Number	Description	Request	Reason
1.1.7.1	Add "Word Search" capability to text fields	MSFC	The description is too general. Describe how this feature would work. Would it be a general Find dialog where you could enter a word and the program would list every incident record that has that work in any of its text field? Could the search be limited to each field separately? (e.g. only search in the Comments field.
1.1.7.3	Incorporate specific "close call button" into IRIS to streamline current close call reporting system, making it user-friendlier. A streamline close call reporting mechanism that does not require the user to go through multiple forms/screens to report a close call and require specific corrective action plans for each reported close call	KSC	Results of previous design meeting
1.1.7.4	Link attachments or reference documents to the IRIS record	MSFC	Results of previous design meeting [Details needed]
1.1.7.5	Enable upload of filled-in 1627 form data	MSFC	Results of previous design meeting [Details needed]
1.1.7.6	Place the 1627 form on the Web or in a forms folder so users can download, then e-mail the filled-in form	MSFC	Results of previous design meeting [Details needed]
1.1.7.7	Incorporate the KSC Human Factors Event Evaluation Model causal codes into IRIS for designating root causes(s) and contributing cause(s). For items that the model may not cover, include an "other" category to capture the data. Make these selections in a pull-down menu format to make it user friendly	KSC	Results of previous design meeting [Details needed]

1.1.7 Requirements Waived or Deferred			
Number	Description	Request	Reason
1.1.7.8	Incorporate Root Cause(s) field and Contributing Cause(s) field for categorization of incident causes	KSC	Results of previous design meeting [Details needed]
1.1.7.9	Add a function to print a set of data for a full 1627 form BEFORE it has been saved to the database. Print all fields. Include data that has been saved. Include data this is on the screen, but not saved. Print one set of blank fields for any screens that have not been used.	DSN, et al.	Added at May telecon

## **5 NOTES**